

19 DEC 1957

21-9/85

MEMORANDUM FOR: The Comptroller

SUBJECT : Common Employee Index Numbers

REFERENCE : Memorandum for the Director of Personnel from the Comptroller, dated 2 December 1957, same subject.

1. The Office of Personnel concurs in the proposal that the employee number assigned by this Office be used as a common record control number throughout the Agency.

2. The assignment of numbers, however, should be limited to the employee categories of Staff Employees, Staff Agents, Military Details to the Agency and Consultants. If the number is used for the categories listed, there is an ample supply that will not be exhausted for approximately ten to twelve years. If the use of the number is extended to contract types, the five digit numbers now used will run out in a very short time.

3. When the current five digit number series is exhausted it is proposed that the first digit be replaced with a letter which will, in effect, increase the capacity over two and one half times. Should even more capacity be required, the second digit could also be made alphabetic, thus raising the capacity beyond any foreseeable future requirement.

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Gordon M. Stewart  
Director of Personnel